



RADAR Network Guidelines for Specialty Associate Centers

The Regional Alcohol and Drug Awareness Resource (RADAR) Network Specialty Associates enhance the Specialty Center's ability to disseminate substance abuse problem prevention information and by representing their expertise at the local level.

The RADAR Network Guidelines are intended to provide each Specialty Associate Center with a set of milestones, objectives, and indicators that will assist in planning, implementing, and assessing achievement of RADAR Network goals. Failure to meet these minimum requirements will jeopardize the status of a Specialty Associate Center and its eligibility for other Center for Substance Abuse Prevention (CSAP)-funded opportunities within the RADAR Network.

The Guidelines are organized within the following areas: Specialty Center Responsibilities, Specialty Associate Criteria and Responsibilities, Benefits, Process of Becoming a Specialty Associate Center, Equipment and Facilities, and Material Acquisition Process. A final section, Schema, outlines the working relationships among all RADAR Network participants. These guidelines are operational as of May 2003.

I. SPECIALTY CENTER RESPONSIBILITIES

When establishing their Associate Networks, the Specialty Centers are responsible for...

1. Working with their governing agencies to identify appropriate Specialty RADAR Network Associate Centers. Each Specialty Center's Associate Network will be limited in number based on an agreement between CSAP and the Specialty Center;
2. Cooperating and communicating with the Associate Centers;
3. Providing orientation for the Associate Centers; and
4. Incorporating input from Associate Centers in feedback to CSAP—including their outreach activities, statistics, and accomplishments—when requested.

II. SPECIALTY ASSOCIATE CENTER CRITERIA AND RESPONSIBILITIES

1. An Associate Center is selected by the Specialty Center. RADAR Network State Centers can make recommendations to the Specialty Center representative.
2. Specialty Associate member selection is based on the following criteria:
 - a. Capacity to provide and/or coordinate prevention outreach to special target populations across “specialty” community;
 - b. Ability to cooperate and communicate with the RADAR Network Specialty Center affiliate;
 - c. Ability to participate on or have reasonable access to PREVLINe, CSAP’s electronic communications system (available on the World Wide Web [WWW] at <http://www.ncadi.samhsa.gov> .) This includes having access to a computer equipped with Internet connection and Web browser capabilities; and
 - d. Commitment to a philosophy consistent with the affiliate Specialty Center’s plan for substance abuse problem prevention.
3. In accordance with these Guidelines and the affiliated Specialty Center’s requirements, the Associate members are responsible for:
 - a. Providing a variety of substance abuse materials that are relevant to the Associate’s expertise;
 - b. Making materials available/accessible to the Associate Center’s community;
 - c. Making NCADI materials, which are relevant to the expertise of the Associate Center, available/accessible to the Associate’s constituency at no profit;
 - d. Actively marketing substance abuse materials to the appropriate target audiences;
 - e. Responding to requests for information through direct response (telephone, mail, e-mail, FAX, and walk-in) or referral to an affiliated RADAR Network Specialty Center as appropriate;
 - f. Accessing PREVLINe on a regular basis;

- g. Cooperating and communicating with the affiliate RADAR Network Specialty Center;
- h. Participating in the earliest orientation training offered by the affiliate RADAR Network Specialty Center;
- i. Providing feedback to the affiliate RADAR Network Specialty Center when requested;
- j. Providing and/or coordinating prevention outreach to special target populations across a “specialty” community;
- k. Promoting a philosophy consistent with the affiliate Specialty Center’s substance abuse problem prevention plan; and
- l. Gathering prevention materials that have been successful in the Associate’s community and forwarding them through the affiliate RADAR Network Specialty Center to CSAP for review. The materials will be included in the Prevention Materials Database (PMD).

III. BENEFITS

- 1. Bulk shipments of NCADI materials;
- 2. RADAR Network listserve;
- 3. Other resources in the national Network:
 - a. To get information; and
 - b. To share information.
- 4. CSAP training opportunities; and
- 5. NCADI *Communiqué* which includes sample copies of new inventory materials distributed by NCADI.

IV. PROCESS OF BECOMING A SPECIALTY ASSOCIATE CENTER

- 1. Applications for membership are available from the RADAR Network Specialty Center affiliate or the RADAR Network Development Center team at NCADI.
- 2. The applicant submits the completed Specialty Associate Membership Application and a letter of support on letterhead from the community they serve (excluding current RADAR Network Centers) to the Specialty Center. Applications will be

reviewed and commented on within 30 days. If there are concerns about the appropriateness of the application, the affiliated Specialty Center of the applicant may call the Manager for RADAR Network Center Development.

3. The Specialty Center sends a copy of the application and the community support letter (on letterhead) with a cover letter endorsing acceptance of the Associate Center to the Manager for RADAR Network Development Center.
4. NCADI reviews and approves the application package to ensure all components are included. If the package is not complete, NCADI will contact the Specialty Center for assistance in gathering the missing components.
5. Once approved, NCADI sends a letter and supporting materials directly to the new Associate Center. A copy of the welcome letter also is sent to the affiliated Specialty Center for their records. If the application is not approved, NCADI notifies the affiliated Specialty Center stating where the applicant failed to meet the criteria. The Specialty Center informs the applicant of the rejection and determines any alternative collaborative relationships.
6. The Specialty Center will conduct periodic reviews to assess compliance with criteria.
7. A Specialty Center may cancel an Associate Membership and inform CSAP within 30 days if, after technical assistance or counseling, the Associate Center cannot meet the criteria. An Associate Center has the right to resign their Membership by way of written notice to the Specialty Center. The Specialty Center will notify CSAP and NCADI within 30 days of the cancellation or resignation of an Associate Membership.

V. EQUIPMENT AND FACILITIES

To provide a consistent level of service among Network members to the public, each RADAR Network Center should possess or have reasonable access to...

1. A telephone and mailing address for requesters to contact them for information;
2. A display area for materials and a reading room (dependent on the Center's capabilities);
3. Adequate storage space for bulk quantities of materials (can be provided by another organization);
4. A VCR and monitor;
5. Online databases and Internet (e.g., through universities or libraries);

6. A personal computer equipped with Internet connection and Web browser, printer, associated software, back-up disks, and other computer supplies; and
8. A facsimile (FAX) machine.

VI. MATERIAL ACQUISITION PROCESS

1. Specialty Associate Center's orders for NCADI materials will be placed directly with NCADI.
2. NCADI will fill the Specialty Associate Center's orders by mailing directly to the Specialty Associate Center.
3. NCADI will provide a copy of the order with shipments.

Schema

The schema explains the working relationships among all parties involved with the RADAR Network. The two main areas of responsibility reflected below are policy and function. The Steering Committee agreed the primary responsibility of RADAR Network Centers is to focus on function, not policy. If policy changes are needed, the appropriate channels to follow are as follows.

- Associates work with their State RADAR Network Center.
- A State RADAR Network Center works with their State prevention representative and their State Director.
- The State Director works with the head of the NASADAD Prevention Committee, who receives input from NASADAD's representative on the RADAR Network Steering Committee. The NASADAD Executive Board, NASADAD Prevention Committee Chair, and CSAP work on the resolution of policy issues.
- The Steering Committee communicates with CSAP and NCADI on non-policy issues. CSAP should be notified regarding policy issues, but Steering Committee input on policy should be directed through the NPN/State Director/Prevention Committee/NASADAD linkages.
- Specialty RADAR Network Centers communicate directly with NCADI on functional issues and their input on policy goes to CSAP through the Steering Committee.